

Leave Sharing Process Information for Agencies



Listed below is the chronological flow of actions and documents, related to the leave sharing process.

RECIPIENT COMPLETES APPLICATION AND SUBMITS IT ALONG WITH THE APPROPRIATE CERTIFICATION TO HIS HR ADMINISTRATOR. The HR Administrator collects all information, and transmits the appropriate documents to the Appointing Authority.

THE APPLICATION IS REVIEWED TO ENSURE THAT THE APPROPRIATE CERTIFICATION IS COMPLETE AND THE FORM IS CORRECTLY FILLED OUT. Verify that the employee will exhaust his leave during the projected absence. Note that the employee does not have to have exhausted his leave before he submits the application. Also, note that the employee does not have to have already been off for 10 days in order to apply, but must have a situation where it is likely to cause an absence for at least 10 consecutive working days. A file is created for the recipient by the HR Administrator. All medical information must be kept in a locked file separate from the personnel files. A copy of the application is then sent to the Personnel Cabinet, unless the agency is utilizing the Sick and Annual Leave Sharing functionality in KHRIS.

DONOR(S) COMPLETES DONATION FORM AND SUBMITS TO HIS HR ADMINISTRATOR. The donor's HR Administrator verifies the donor's leave balance for eligibility. After the form is signed by the Appointing Authority, a copy is sent to the recipient's HR Administrator. The donor's HR Administrator will hold the copy for the Personnel Cabinet until receiving the "Transfer Sick Leave Form" (a copy is attached) from the recipient's HR Administrator. This shall serve as confirmation that the leave has been transferred. The donor's HR Administrator must reduce the donor's sick leave balance in KHRIS upon receipt of the form from the recipient's HR Administrator.

RECEIVE AND FILE FORMS. As the donation forms are received by the recipient's HR Administrator, they are stamped with a received date, and the time of receipt is recorded on the form. The recipient's HR Administrator will file the donor forms in the file for the appropriate recipient.

PREPARE AND PROCESS PAYROLLS. Upon certification of eligibility, all donated leave is to be added to recipient's sick leave balance in KHRIS at the time the donation is received. As the employee utilizes leave for the Sick Leave Sharing qualifying condition he will be paid as usual, reporting sick leave used.

SEQUENCE OF LEAVE USAGE. Transfer all leave donated to the recipient at the time of donation, not on a pay period basis, up to the amount requested. As the recipient accrues leave of his own, his leave time must be used first. He can then use time donated to him. The recipient uses donated leave in the order in which it is received.

RECIPIENT CAN RETAIN LEAVE AFTER RETURN TO WORK. The recipient may retain the donated leave upon return to work only if the recipient documents that leave will be needed for continuing treatment relating to the condition which caused the individual's absence. For example, if the employee was absent due to surgery to remove a malignant tumor and returns to work, but will require periodic absences for radiation therapy, the excess leave may be retained for that purpose. However, the employee may not retain the excess leave to be used for any unrelated condition.

SEQUENCE OF RESTORING UNUSED LEAVE TO DONORS. When the recipient returns to work and the donated leave is no longer needed for the qualifying condition, excess leave shall be returned to donors in reverse order of donation (last

donor's leave is returned first.) If the donor has left state employment, the returned hours should be credited to the inactive record for restoration if the employee was rehired.